



## REQUEST FOR ASSISTANCE (RFA) FORM INTAKE INTERVIEW LOG

<u>Date:</u> 5/20/2014	<u>Interviewer:</u> Laura Langley	<b>RFA #14 – 13</b>
<u>Person(s) Requesting Assistance:</u> [REDACTED]		
<u>Contact Numbers (telephone, e-mail, etc.):</u> [REDACTED]		
<u>Status of Person(s) Interviewed (title, position, student status, etc.):</u> WWU student, about to graduate.		
<u>Requested Assistance Pertaining To (name, position, policy, project, etc.):</u> [REDACTED]		

To the best of your knowledge, please fill out the following:

Interviewee Status:    Male ☐ Female ☒    Administrator ☐    Faculty ☐    Staff ☐    Student ☒  
 Concern Regarding:    Male ☐ Female ☐    Administrator ☐    Faculty ☐    Staff ☐    Student ☐

**Category:** *(Please check at least one)*

- |  |  |   |  |  |
|--|--|---|--|--|
| <input type="checkbox"/> Age                           | <input type="checkbox"/> Color             | <input type="checkbox"/> Creed              | <input checked="" type="checkbox"/> Disability | <input type="checkbox"/> Veteran Status      |
| <input type="checkbox"/> Marital Status                | <input type="checkbox"/> National Origin   | <input type="checkbox"/> Race               | <input type="checkbox"/> Religion              | <input type="checkbox"/> Retaliation         |
| <input checked="" type="checkbox"/> Sex/Gender         | <input type="checkbox"/> Sexual Harassment | <input type="checkbox"/> Sexual Orientation | <input type="checkbox"/> Employment            | <input type="checkbox"/> Genetic Information |
| <input type="checkbox"/> Gender Identity or Expression |  |   |  |  |

Time Line		
Date	Item	Comments
	[REDACTED] came to EOO, spoke w/Sue and Laura Langley	Concerned because students using word "rape" in the lab.
5/20/14	LKL t/c to [REDACTED]	LKL relayed that two students allegedly used word "rape" in the lab and notified EO. We will get him their names and he will talk to them.  Discussed importance of being direct with the students about if this language was used, it's harmful and inappropriate, and why.  Told [REDACTED] I'm meeting with [REDACTED] to discuss potential actions to be taken following the focus group.
5/20/14	LKL meeting w [REDACTED]	LKL met with [REDACTED] to review content of focus group report and action steps starting to be planned by faculty in response to this information.
5/21/14	LKL t/c to [REDACTED]	LKL gave [REDACTED] the names of the two students identified by [REDACTED]. Laura asked [REDACTED] to circle back with [REDACTED] after talking with the students.

6/11/14	████ email to Sue	Concern that language used by █████ toward █████ suggested that people with autism-spectrum disorders are not fully human.
6/12/14	LKL meeting w/ █████	<p>████ feels that █████ has told her before how she feels and that he speaks over women. He has not responded to her emails regarding his use of language that █████ feels suggests she is different. █████ feels that █████ doesn't want to address this concern because she is about to graduate. In the past, he has also asked her if she talked to EO about a particular issue and asked why she didn't handle it in the department.</p> <p>████ feels it is important for the department to move from discussion about hurting feelings to discussion about why certain statements are unprofessional and inappropriate. New faculty should be informed about the end-user agreement.</p> <p>████ had a positive experience with █████, a new faculty member teaching the █████ series. Students from that series were in the lab and █████ heard them trying to create acronyms related to their project that spelled "cunt." When █████ brought this to █████ attention, he was upset with the students, apologized to █████ and spoke with the students. He also suggested the possibility of doing his office hours in the lab.</p> <p>████ thinks a █████ mentoring program for women students would be helpful. The Black Student Union has an excellent mentoring program. AWC has a sisters mentoring program with about 50 participants this year. It would be great to have more faculty presence in this and more events, like the one Yudong spoke at in Nash.</p> <p>Michael Henning is taking █████ outreach position in AWC next year. Outreach important because people don't discuss what was discussed at the focus group.</p>
6/25/14	SGS, LKL and █████ meeting	<p>Discussed action steps to address concerns identified in focus group.</p> <ul style="list-style-type: none"> <li>• LKL to facilitate discussion at September faculty retreat re: setting expectations around respectful behavior/language and understanding impacts of microaggressions.</li> <li>• █████ will coordinate discussion for faculty at a department meeting re: giving positive encouragement.</li> <li>• █████ will create opportunity for discussion and share ideas re: ways to make curriculum more socially relevant at department meetings during the year.</li> <li>• Department will initiate orientation for all students new to the major for the first week of the quarter. █████ will ask all faculty to attend. Laura will work with a faculty member and student to facilitate discussion at the orientation around why diversity is important to the department, expectations for conduct, how to intervene in harmful language, and differences in experience of climate depending on identity.</li> <li>• Laura will provide training for all undergraduate TAs, other student employees in the department, mentor volunteers, and other interested students about sexual harassment, bullying, and responding to microaggressions.</li> </ul>